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ABSTRACT

This learning module for a high school course in graphic communications is designed to introduce students to the Aldus Page Maker 3.0 software for desktop publishing. The module activities allow students to use the software to prepare a two-page publication. The six sections of the module are the following: module objectives, content outline, teaching methods, student activities, resource list, and evaluation (pretest-posttest). (KC)

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High-Technology Training Module

Module Title: INTRODUCTION TO PAGE MAKER DESKTOP PUBLISHING

Unit: DESKTOP PUBLISHING

Course: GRAPHIC COMMUNICATIONS

Grade Level (s): 11TH & 12TH GRADE

Developed by: JOHN DE BRUYNE

Date: OCTOBER 13, 1989

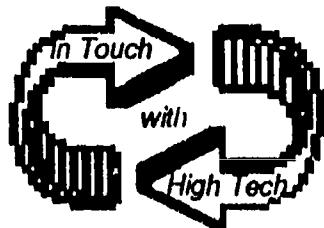
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High-Technology Training Module

Introduction to Page Maker Desktop Publishing

This module introduces students to the software package, Aldus Page Maker 3.0, for desktop publishing. The students use the software to prepare a two-page publication. This module is part of a unit in Graphic Communications. The class is responsible for producing a school newspaper with the English Department.

John DeBruyne
Medford Senior High School

OBJECTIVES:

Using Aldus Page Maker, the student will be able to produce a two- page publication (i.e. menu, advertisement, informational, or promotional pamphlet) with no errors.

The student will be able to:

- open a publication
- select and place text and graphics
- add and edit text
- save and close a publication
- print a publication

CONTENT OUTLINE:**I. Introduction****A. Software orientation**

- 1. Mac Paint-- graphics
- 2. Mac Write-- word processing
- 3. Page Maker-- desktop publishing

B. Basic desktop

- 1. Menu bar
- 2. Icons
- 3. Filing system
- 4. Working in Page Maker

c. Mouse exercises

- 1. Click, double-click
- 2. Press and drag

II. Basic tool box and dialogue boxes**A. Tool box**

1. Pointer	5. Perpendicular line
2. Diagonal line	6. Oval tool
3. Square corner	7. Text tool
4. Rounded corner	8. cropping tool

B. Dialogue boxes

- 1. Title
- 2. List box
- 3. Command buttons
- 4. Option buttons

III. Creating lines and placing graphics**A. Drawing a Rule**

1. Procedure (note ruler guide)
2. Changing your mind
3. Boxes and circles--similar

IV. Creating and placing text**A. Creating text**

1. Word processing software-- file
2. Page Maker

B. Placing Text

1. Procedure from file
2. Flowing text

V. Cutting and pasting

- A. Selecting text or graphics
- B. Cut or copy-- clipboard
- C. Paste

VI. Editing the publication

- A. Zooming in and out
- B. Editing text

1. Change size or style
2. Correcting or changing text
3. Delete or add text

VII. Saving and printing a publication**A. Saving your work**

1. Why
2. Procedure- save, save as

B. Procedure for printing a publication**VIII. Closing a publication****A. Procedure****B. Filing system****METHODOLOGY:**

- Arrange field trip to local newspaper
- Provide lecture-demonstration on Macintosh basics
- Show prerecorded video tape Learn Page Maker
- Schedule student rotation to the computer (groups of two)
- Assist students having difficulty completing the Learn Page Maker exercises
- Administer pencil and paper quiz

- Challenge students to design a two-page publication using Page Maker
- Schedule students with appropriate time on the computer
- Assist students having problems with their design
- Evaluate final publication

ACTIVITIES:

- Attend the field trip to the local newspaper
- Watch the demonstration and take notes on the lecture covering Macintosh basics
- Work through the tutorial in Learn Page Maker package (groups of two)
- Design and produce a two page publication using Page Maker (i.e. menu, advertisement, informational or promotional pamphlet)

RESOURCES:

- Reference Manuals for Claris Mac Write
- Reference Manuals for Claris Mac Paint
- Reference Manuals for Aldus Page Maker
- Video Tutor -Learn Page Maker 3.0 (instructional package)
- Macintosh SE Computer with PageMaker, Mac Write, and Mac Paint installed.
- One floppy disk for each group

EVALUATION:

The students will be evaluated on:

- Pencil and paper quiz covering Macintosh and Page Maker basics
- Their completed publication

- 1. What are icons?**

- 2. What is a dialogue box?**

- 3. Describe how to use a pull-down menu.**

- 4. Describe how to use the scroll bars found on the bottom and right side of the screen.**

- 5. List and describe three techniques for selecting and manipulating text and graphics on the screen using a mouse.**

- 6. Explain the difference between MacWrite and MacPaint.**

- 7. What does Aldus PageMaker do?**

Graphic Communications
PageMaker Assignment/Evaluation Sheet

Name _____

Assignment: Using Aldus PageMaker, develop a two-page publication (i.e. menu, advertisement, informational, or promotional pamphlet). Create a rough draft on graph paper showing position and layout of text and graphics, and submit it for approval before starting work on the computer.

Evaluation	Points Possible	Points Earned
1. Degree of Difficulty (more points earned for more complicated design)	Up to 10	_____
2. Rough Draft (shows thoughtful preparation and good design with clearly lettered information)	10 points	_____
3. Publication (printer output) (matches rough draft, appropriate choice of fonts, proper placement of text and graphics)	20 points	_____
4. Printout of text and graphics files	5 points	_____
5. Minus 2 points for each typographical error		_____
Total Points Earned		_____